



## Commas

The comma is the most difficult punctuation mark for many writers. There are seemingly conflicting rules, and the confusing, oft repeated suggestion to use a comma whenever there is a pause in the sentence. (This allows for potentially over-punctuated sentences: William Shatner and Christopher Walken would probably use a lot of commas.)

Instead, commas can be simplified into three major uses:

1. Use a comma to separate three or more items in a series: I bought milk, cheese, eggs, and bread.
2. Use a comma to separate introductory material from the rest of the sentence: After I drank coffee, I felt much more alert and ready to drive home.
3. Use a comma to separate two complete thoughts with one of the FANBOYS (For, and, nor, but, or, yet, so): I wrote a book, and then I edited it.

Use these rules and examples when correcting commas in your writing.